



Important Presenter Information for OFFSITE Presenters

DE Systems Symposium – 14-18 Nov 2022

We are looking forward to your presentation at the DE Systems Symposium in La Jolla, CA.

A few quick but important notes:

- **This presentation will be given at the *offsite facility*. Please note that presentations to be given at the offsite facility are due on **21 October**. **Specific submission information provided below.***

- **The attached presentation release form is required for all presenters.** Complete and return this form at your earliest possible convenience. Release forms are due **NLT 28 October**.

Include the abstract number in the file name of all materials you submit (presentation and release).

i.e. Abstract ID: 22-Systems-__ _

- **No onsite uploads of presentations.** We ask that you finalize your presentation and submit for any necessary reviews **now in order to meet the deadline of 21 October**. Please be prepared to mail your Classified presentation asap, or to transmit it digitally on or around Friday Oct 21st.
 - **For SIPR information** - Contact Damien Alvarez directly at (505) 248-8209 or damien.alvarez.1.ctr@us.af.mil.
 - **Should you be unable to submit your “Offsite presentation” by 21 October**, you must coordinate with Damien Alvarez directly.
 - **If your presentation is CUI but is being presented in an offsite session, you are expected to meet this deadline as well or coordinate with Damien.** Send CUI presentations via DoD SAFE. If you do not have access to SAFE or another secure FTP transfer site, please request a drop off request from Damien Alvarez when you are ready to upload your presentation. **The directions for submissions appear below.*
- **Last but not least.** We will have several attendees from the UK at this event and wish them to view all presentations possible – public release and those cleared by an FDO. If your CUI or Secret presentation can be reviewed by an FDO for UK participation, we urge you to submit it now so there is enough time to receive approval prior to submitting final version to DEPS - thank you!

***Submitting Presentations and Papers**

***There will be NO onsite registrations or onsite presentation uploads for this event. Please plan and prepare accordingly.**

***We are encouraging UK participation at this event. Please plan your presentations accordingly and obtain FDO approval if necessary.**

**** FOR PRESENTATIONS GIVEN AT THE OFFSITE FACILITY, FOLLOW THESE SUBMISSION INSTRUCTIONS (all classifications):**

In order to assemble the presentations for the symposium in a timely manner, authors are required to submit the sponsoring Program Office approved versions of ***all offsite presentations no later than 21 October***. Any presentation received after this date is subject to not being presented at the discretion of the technical committee.

Should you be unable to submit your "Offsite presentation" by 21 October, you must coordinate with Damien Alvarez directly at (505) 248-8209 or damien.alvarez.1.ctr@us.af.mil.

Note that all submitted materials, including unclassified presentations, must be appropriately marked for security classification as well as identification of any distribution restrictions.

CLASSIFIED SUBMISSIONS

Classified presentations can be either sent via SIPR or mailed via US Postal Service registered mail or via FedEx to the address / contact below.

If you plan to SIPR your classified presentation, please coordinate with Damien Alvarez directly at (505) 248-8209 or damien.alvarez.1.ctr@us.af.mil.

If you plan to mail your presentation, please be sure and use the correct address depending on the mail option you are using.

FedEx Mailing Option

Outer envelope:

DE-JTO

Attention: Document Control
801 University Blvd. SE, Suite 209
Albuquerque, NM 87106

Inner Envelope

DE-JTO

US Postal Service Registered Mail Option

Outer envelope:

DE-JTO

Attention: Document Control
P.O. Box 4880
Albuquerque, NM 87196-4880

Inner Envelope

DE-JTO

Attention: Damien Alvarez
801 University Blvd. SE, Suite 209
Albuquerque, NM 87106

Attention: Damien Alvarez
P.O. Box 4880
Albuquerque, NM 87196-4880

When sending Fed-X, please mail at least 7 days prior to the appropriate due date to ensure on time delivery.

When sending via USPS, please mail at least 14 days prior to due date to ensure on-time delivery.

Please mail classified submissions NLT 14 October in order to guarantee receipt by 21 October.

****If unable to meet the 21 October deadline, contact Damien Alvarez directly at (505) 248-8209 to make other arrangements. ****

Please ensure packaging on outer envelope does not display individual names or security classification; display only destination and a valid return address. Remember also that the CD as well as the actual file(s) must be appropriately marked. See Security Markings below. Example CD markings are as follows:

(U) This Is My Story, Date, Classified

By: (person name, office symbol, and title that is creating the document)

Derived From: (what documents were used to classify the document)

Declassify On: (date the document can be declassified)